



# Rooming House PIP Application



## PROPERTY IMPROVEMENT PROGRAM (PIP) 2021

West Broadway Community Organization is providing small exterior fix-up grants for rooming house operators in the West Broadway neighbourhood. The purpose of the Property Improvement Program is to encourage rooming house operators to make major improvements to the exterior of the house and land. These types of housing improvements increase longevity of an aging housing stock, retain historical character of buildings, enhance streetscape beautification, and foster sustainability through energy efficiency measures. As a part of West Broadway Community Organization's neighbourhood revitalization strategy, property improvements of this nature attract further social, economic, and community reinvestment.

***Please read the program guidelines carefully.***

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### Rooming House Operator Guidelines

- The program targets only exterior improvements to the house and land.
- The program will cost share 40/60 on a project, with the rooming house operator contributing 40% of the project cost.
- A rooming house may receive a maximum grant up to \$3,500 per building, or up to \$500 per unit to a maximum of 7 units, based on scope of work for exterior improvements.
- If the property is the rooming house operator's primary residence, they will receive the base grant of up to \$1500, plus \$500 for each additional unit, to a maximum of \$3500.
- Applications must include two estimates from contractors or from building material retailers.
- Rooming house applications must include a copy of a current valid rooming house license issued by the City of Winnipeg.
- The granted amount of the project cost shall not be included in an above guideline rent increase (AGI) application. Rooming house operators are required sign an RTB release of information form allowing WBCO to share grant information on an AGI application (page 4).
- If this property is not operating as a rooming house (individual contained units without shared kitchens or bathrooms), application must be made through the rental stream.

### Program Guidelines

- Applicants must receive approval from WBCO before starting the project.
- Projects must be completed by the November 30, 2019 deadline. Late projects will be reviewed for extensions and/or may be disqualified.
- When an applicant chooses a different contractor from those submitted with the application, the applicant must contact WBCO with pertinent information before approval.
- The project must adhere to City of Winnipeg's building codes and standards. Please consult with the City of Winnipeg for information on building codes, standards, and permits.
- Hiring family members and relatives is strictly prohibited, unless they are licensed contractors.
- The program does not cover the cost of using existing raw building materials or renting or purchasing equipment.

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- The program does not cover the cost of interior renovation projects such as electrical, plumbing, structural, mechanical, flooring, or carpet. Non-attached buildings or appendages to the property such as fire escapes, garages, foundations, and decks are also not covered.
- The program encourages applicants to hire local trades-people.

## **Project Inspection Process and Grant Approval Guidelines**

- Upon receipt of the signed application package, WBCO will review the type of project, scope of work, contractor/building material estimates, and the overall project budget.
  - WBCO will conduct a site visit prior to the start of the project.
  - The applicant must receive approval from WBCO before starting the project.
  - WBCO will conduct a final site visit at the completion of the project as a part of the final approval process.
  - The applicant must submit paid invoices and/or receipts to WBCO that indicate the work has been paid for in full.
  - WBCO reserves the right to refuse a PIP grant based on false claims by the applicant.
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## **APPLICATION PACKAGE**

- Rooming house operators must submit the following documents to West Broadway Community Organization:
  1. A completed PIP Application Form (page 3).
  2. Two estimates from qualified contractors or from building material retailers.
  3. A copy of a current valid rooming house license issued by the City of Winnipeg.
  4. An RTB release of information form allowing WBCO to share grant information on an AGI application (page 4).

**Please return the Application Form with copies of the above documents to the Housing Coordinator at [housing@westbroadway.mb.ca](mailto:housing@westbroadway.mb.ca)**

***Good luck with your project proposal!***



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## PROPERTY IMPROVEMENT PROGRAM (PIP) 2021 ROOMING HOUSE OPERATORS APPLICATION FORM

Date: \_\_\_\_\_ Rooming house operator name: \_\_\_\_\_

Rooming house address: \_\_\_\_\_ Mailing address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

How many units are in the rooming house? \_\_\_\_\_ What is/are the monthly rents? \_\_\_\_\_

City of Winnipeg Rooming House License issue date: \_\_\_\_\_

Is this rooming house property your principal residence? \_\_\_\_\_

### CHECK OFF ONE OR MORE OF THE FOLLOWING IMPROVEMENT ITEMS

- PAINT EXTERIOR HOUSE (Low VOC Paint)
- NEW FENCES (Recycled Lumber - priority)
- NEW SIDEWALK REPLACEMENT (front only)
- FRONT STAIRS REPLACEMENT
- PORCH OR VERANDA REPLACEMENT
- MASONRY
- NEW FRONT DOOR (Energy Star rating)
- NEW WINDOWS (Energy Star rating)
- EAVESTROUGH/SOFFITS/FASCIA
- NEW ROOF
- SAFETY LIGHTING (installed by an Electrical contractor only)
- LANDSCAPING

Please read and sign as the legal property owner:

*It is understood and agreed that if the property is sold by the legal property owner before the minimum of 12 months from time of receiving of the grant (WBCO cheque date), the property owner shall pay back the grant in full before transfer of the legal property title.*

\_\_\_\_\_  
Legal Property Owner Name (please print)

\_\_\_\_\_  
Legal Property Owner Name (signature)

Please return the Application Form with copies of the applicable documents to the Housing Coordinator at [housing@westbroadway.mb.ca](mailto:housing@westbroadway.mb.ca)



# Rooming House PIP Application



## Residential Tenancies Branch

### Release of Information Permission Form – PIP

I, \_\_\_\_\_, the undersigned, hereby authorize West Broadway Community Organizing (WBCO) to release and provide information to;

#### Residential Tenancies Branch

1700 - 155 Carlton Street  
Winnipeg, MB R3C 3H8  
Phone: (204) 774-7201 ext. 7  
Fax: (204) 779-2203

Specific documents related to grant funding accessed through WBCO’s Property Improvement Program. Information shared will only be used in the consideration of an Above-Guideline Rent Increase application. This permission will become invalid 36 months after signing.

Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Annual Rent Increase Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

NOTE: I understand that this release is valid until 36 months following the date of signing. I acknowledge that I understand the purpose of the release of information.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**By my signature below, I consent to the release of the above listed information / documents**

Signature of Client: \_\_\_\_\_